



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GROUP SUPERVISOR II**

**SALARY:** \$4,167.46 - \$4,904.00 Monthly  
\$50,009.52 - \$58,848.00 Annually

**OPENING DATE:** 08/02/16

**CLOSING DATE:** 08/15/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



*Los Angeles County*  
**Department of  
Children and Family Services**

**FIRST DAY OF FILING:** AUGUST 8, 2016 AT 8:00 a.m. - ONLINE FILING ONLY

**FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED OR BY MONDAY, AUGUST 15, 2016 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THIS EXAMINATION MAY REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.**

**EXAM NUMBER**  
T8602G

**TYPE OF RECRUITMENT**  
OPEN COMPETITIVE JOB OPPORTUNITY

**DEFINITION:**

Participates in the daytime supervision of groups of juvenile offenders or minors in need of protective services, who have been placed in a facility maintained for their custody, care, rehabilitation, or treatment, or supervises juvenile offenders who have been conditionally released to their homes.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class report to a professional social worker or higher level supervisor and either assist professional staff in supervising juvenile offenders or other minors in an institutional setting, in the various activities they engage in during waking hours; or provide supervision and care to infants, children, and young adults awaiting placement or pending the final disposition of their cases by the Court. Positions are assigned to the Department of Children and Family Services, Court Services Division or Emergency Response Command Post. Incumbents must exercise knowledge of the laws and statutes pertaining to the detention and release of juvenile offenders or minors in need of protective services. They must also exercise a knowledge of the needs and problems of juveniles, and appropriate departmental rules, regulations, and procedures. The incumbents must have the ability to maintain the cooperation and control of juvenile offenders and to write clear and concise reports.

**ESSENTIAL JOB FUNCTIONS:**

- Monitors the behaviors, words, and actions of children involved in the dependency process, both individually and in groups, in order to ensure the health and safety of children waiting for their dependency court hearings.

- Documents the movements of children involved in the dependency process (e.g., arrivals & departures, attorney visits, court appearances, etc.) and special incidents, and maintains such records (e.g., movement control log and special incident reports) in order to make the information available for retrieval/review.
- Explains rules, policies, and procedures to children involved in the dependency process in order to clarify expectations and establish the ground rules for their stay in shelter care.
- Maintains order in a group by issuing verbal instructions, enlisting the aid of other staff members, separating and/or isolating potential instigators, takes action to prevent escapes and major disturbances, and any other potentially averse behaviors.
- Consults with transportation workers, supervisors, and managers to become familiar with any special problems, issues, medical problems, specific court orders or instructions, etc. pertaining to individual children involved in the dependency process.
- Monitors structured visits with parents, relatives, non-related family members, etc. to ensure appropriate interactions, with no discussion of the case, and to ensure the health and safety of children involved in the dependency process.
- Counsels children involved in the dependency process regarding their behavior to promote appropriate behavior, provide crisis intervention, and to provide a supportive environment for the child.
- Performs various office and administrative duties, including the operation of various office equipment (e.g., personal computer, photocopier, fax machine, etc.) when entering data about visits, creating files, working with web-based programs, etc.
- Provides general care to children involved in the dependency process by serving meals, providing for personal hygiene, rendering first-aid, etc. in order to provide for the health and safety of children waiting for their dependency court hearings.
- Organizes, cleans, and sets up play and eating areas to ensure the areas are organized and safe for use by children waiting for their dependency court hearings.
- Accompanies children involved in the dependency process to and from their court hearings or to deliver newly detained children to the shelter care area to make sure they arrive and to ensure their health and safety.
- Creates and leads various recreational activities including arts & craft and a variety of indoor and outdoor activities in order to occupy, entertain, and provide educational opportunities to children waiting for their dependency court hearings.
- Conducts monitoring and coordination of visits between court wards and family members or other visitors at dependency court.
- Driving may be required to perform home supervision assignments.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

An Associate's Degree or higher from an accredited college or university including courses\* in Behavioral or Social Sciences **AND** One (1) year of paid experience in the supervision of juvenile wards or dependent children of the court in a residential\*\* or field services setting. One additional year of paid required experience will be accepted for each year of college, up to three (3) years of the total required experience to meet the Selection Requirements.

### **LICENSE:**

Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment.

**Note:** A valid California C Driver License is required of appointees to perform home supervision assignments.

**PHYSICAL CLASS II - Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

### **SPECIAL REQUIREMENTS INFORMATION:**

\*In order to qualify, you must include a legible copy of the official transcripts which shows the courses taken in Behavioral or Social Sciences at the time of filing or during the examination process from the date of application filing.

**\*\*Residential or field services setting is defined as an institution that provides care needs, treatment and placement services to children.**

### **ADDITIONAL INFORMATION:**

#### **EXAMINATION CONTENT:**

**The examination will consist of TWO (2) parts:**

**PART I** - A written test weighted 50% containing both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis & Decision-Making, Thinking, Administrative, Leadership, Motivation, Individual Work Orientation, Collective Work Orientation, Interpersonal, and Self-Management.

Only those candidates receiving a passing score of 70% or higher on the written test (**Part I**) will advance to **Part II** of the examination process.

#### **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**PART II** - An Oral Interview weighted 50% covering Job Preparation, Work Skills, and Interpersonal/Oral Communication Skills.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

#### **TRANSFER OF SCORES**

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

The examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for a least 12 months.

**TEST PREPARATION:** Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**ELIGIBILITY INFORMATION:** The names of candidates receiving a passing grade in the examination will be placed on the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of promulgation.

#### **SPECIAL INFORMATION:**

##### **FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:**

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) regarding "sensitive positions" may be withheld from appointment or may be discharged.

##### **VACANCY INFORMATION:**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Children and Family Services.

**AVAILABLE SHIFT:** Any

**APPLICATION AND FILING INFORMATION:**

**APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the supplemental questionnaire to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application.

**All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.**

We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing.

Applications submitted by U.S. Mail, FAX, or in person will not be accepted. All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to TawJ@dcfs.lacounty.gov. You may also fax the documents to (213) 738-6470. Please make sure to **reference your full name, examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the green "apply" button at the top right of this posting. You can also track the status of your application by using this website.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements** and complete the supplemental questionnaire. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their OWN user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone: (800) 735-2922**  
**ADA Coordinator Email: TawJ@dcfs.lacounty.gov**  
**Teletype Phone: (800) 899-4099**  
**Alternate Teletype Phone: (800) 897-0077**

**Department Contact Name: Jason Taw**  
**Department Contact Phone: (213) 351-5898**  
**Department Contact Email: TawJ@dcfs.lacounty.gov**

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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Any language contained in the job posting supersedes any language contained below.

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## COUNTY OF LOS ANGELES Employment Information

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### **Your Responsibilities:**

#### **1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### **2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### **3. Application Deadline:**

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### **4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### **5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

#### **6. Equal Employment Opportunity/Non-Discrimination Policy:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) Identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment**

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## COUNTY OF LOS ANGELES Employment Information

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generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #T8502G  
GROUP SUPERVISOR II  
JT

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Los Angeles, CA 90010

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### GROUP SUPERVISOR II Supplemental Questionnaire

- \* 1. Which of the following best describes your level of education?
  - ☐ High School or equivalent
  - ☐ Some College
  - ☐ Associate's Degree or higher
- \* 2. If you have taken courses in Behavioral or Social Sciences from an accredited college or university, did you attach a legible copy of your official transcripts?
  - ☐ Yes
  - ☐ No
- \* 3. How many years of paid experience do you have in the supervision of juvenile wards or dependent children of the court in a residential or field services setting?
  - ☐ No experience to less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more
- \* Required Question